11.0 – SEARCHING THE CODIS DATABASE
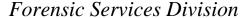
11.1   CODIS Administrator

11.1.1   In addition to routine autosearches, local administrators may perform an autosearch prior to sending an upload to SDIS. Additionally, the state administrator will do routine autosearches, including an autosearch on recently uploaded samples prior to sending an upload to NDIS.

11.1.2   The CODIS administrator must evaluate all matches to determine the validity before performing or requesting verification of the match.

11.2   DNA Analyst

11.2.1   Each analyst is responsible for entering the profiles into the proper specimen category and marking the profiles for upload after the technical review. All acceptable samples will be marked for upload to SDIS.

11.2.2   The following applies to keyboard searches of the Lab/Staff index by TBI CODIS analysts using the Searcher program for TBI casework. The Lab/Staff index does not include any profiles developed from databasing or casework exhibits. The Lab/Staff index is considered to reside at the LDIS level for the Nashville Crime Lab and is an index within the LDIS for both the Memphis and Knoxville Crime Labs. A profile entered into CODIS from a CODIS-eligible unknown source may be placed initially in the "Unreviewed Forensic" category and searched only against the Lab/Staff index to ensure that the profile is not the result of contamination within the laboratory. Profiles may be searched at any time against the Lab/Staff index via the Searcher module within the CODIS software. The Lab/Staff index is the only index that can be searched prior to technical review. Results from this search will be printed and placed in the case file with the administrative documents. A search of the Lab/Staff index does not apply to unknown profiles entered into CODIS which were generated by an outsource laboratory. CODIS-ineligible unknown profiles may be searched against the Lab/Staff index at the analyst's discretion. Analysts should print the search results if a true staff match is detected for a CODIS-ineligible unknown profile. The printout should be placed with the administrative documents in the case file. The Identity Search Configuration will be set to only search the Lab/Staff index. The "Minimum # of Loci Required to Report a Match" should be set to 4, but may be adjusted by the analyst as necessary. Single source profiles or loci should be searched at high stringency (H),

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but may be searched at moderate stringency (M). Mixture profiles or loci will be searched at moderate stringency (M).

11.2.3 For all TBI laboratories, keyboard searches of SDIS should be performed by an analyst from the CODIS Unit only after the case has been technically reviewed and only against other profiles that have been technically reviewed. If an analyst needs to perform a search and an analyst from the CODIS Unit is not available, the analyst must re-configure the search parameters from the Lab/Staff index to the Arrestee, Offender and all Forensic indexes prior to searching. After the search, when closing Searcher, do not save changes to the default search configuration. **The new case report must reflect the search and the outcome of the SDIS search.**

11.2.4 If the keyboard search results in a match, the match must be evaluated to determine its validity before confirmation of the match by the CODIS Unit.

11.2.5 The analyst is responsible for aiding the CODIS administrator in the evaluation of matches with their casework.

11.3 Familial Search

A familial search is a search of the database specifically looking for profiles that are not an exact match but have enough alleles in common to imply a potential family connection between an offender and a possible subject. The TBI does not perform this type of search.

11.4 Types of Searches

At SDIS, high stringency and moderate stringency searches are performed on each profile submitted for Forensic Unknown and Not for NDIS each week. Only a moderate stringency search is performed on Forensic Partial and Forensic Mixture profiles.

11.5 Samples offered to SDIS by the Metro Nashville PD (MNPD) crime lab shall be subject to their policies and procedures and NDIS policies and procedures. The MNPD crime lab LDIS searches are subject to their own defined parameters and requirements and not defined by TBI. TBI will maintain all MNPD samples residing at SDIS.

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